

RECRUITMENT MATERIALS AND EQUIPMENT

The following information is available for your use. Recruitment recommends that you request whatever material you wish to use as far in advance as possible. The turnaround time for receiving recruitment materials is approximately 3 weeks. Requests for the displays and photos should be placed as soon as the need is known. The requests are taken on a first-come/first-serve basis. The earlier a request is received, the better chance there is that you will get the equipment on time.

All requests should be forwarded to:

Helen Brockmeyer
USDA, APHIS, HR, Recruitment
4700 River Road, Unit 22
Riverdale, Maryland 20737
(301) 734-5596
(301) 734-0746 - fax
Email: helen.s.brockmeyer@aphis.usda.gov

EQUIPMENT:

- Floor Model Display (3)
- Table Top Display (5)
- AMS/APHIS/GIPSA Pictures and Mission Statements for Display

VIDEO TAPES:

- APHIS Recruitment Overview - Running time 32:25
(Animal Health, Biology, Science & Technology, International Services)
- 21st Century Explorers 16:00
- Energize the Green Machine - Running time 15:00
- Tastes of America - Running time: 30
- America 2020 - Running time 15:30

FORMS AND RESOURCE MATERIALS:

OF-612 - Optional Federal Employment Application

OF-510 - Applying for a Federal Job

Please download both OF forms at <http://www.aphis.usda.gov/mb/mrphr/jobs/vacancy.html>

Saul T. Wilson VS Scholarship Brochure

William F. Helms PPQ Scholarship Brochure

1890's Scholarship Brochure

Standard Packets are available upon request. The standard packet includes:

Marketing and Regulatory Programs "Explore Your Options"
Federal Job Search, A "3-Step Process"
OPM General Schedule Pay Scale
Working for the Federal Government - Benefits
Student Educational Employment
Federal Student Internship Programs
Summer Employment
Outstanding Scholars
Career Intern Program Brochure & Application
Federal Jobs by College Major

Program Specific brochures are not provided by Recruitment.

Giveaways:

There are a *variety* of brochures and giveaways. However, to ensure adequate supply to all recruiters, we will provide an assortment of up to 100 brochures and giveaways. If you require fewer items, please request accordingly.

How Materials are shipped:

It is suggested that rush materials are shipped priority overnight by FedEx; all other packages are shipped by 3-day FedEx Saver service.

How Displays are shipped:

Recruitment will check the log sheet first to see if the display is available. Recruitment will enclose a return FedEx label with the Riverdale address so the display can be returned.

In some cases, the display may be shipped to the next requester. In this case, Recruitment will provide a FedEx label with the next person's address, as well as a label for the next requester to ship the display back.